



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address Georgia Ports Authority Administration Division Post Office Box 2406 Savannah, Georgia 31402	FOR RECORDS MANAGEMENT USE	
Application Date 9-29-78	Application Number 29		Application Number <b>78-239</b>	Date Received OCT - 3 1978      Date Completed OCT 23 1978
2. Person to Contact Ron E. Fritz		Working Title Safety & Training Manager	Telephone Number 964-1721, 302	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest      Latest 1971      To Date		5. Records Series Title (followed by title used in office, if different) Employee Injury File		
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Safety and Training Manager is responsible for the development of training programs in all areas. (i.e., Basic supervision, orientation of new employees, safety training, interviewing, on-the-job training techniques, forklift operation, clerk/checker training, maintenance training, communications, etc.). Also, instructs many of these training programs. The Safety and Training Manager is responsible for maintaining the Employee Health Center, supervises the Port Nurse, conducts safety inspections, investigates accidents, makes safety recommendations and handles all employee work-related injury reports.				
7. Record Series Description  Documents relating to:  Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Accidents involving employees of Georgia Ports Authority which are not filed with State Board of Workmen's Compensation.  Employee Injury Report, Physical Ability Statement, Accident Report from Port Police Department involving people, Railroad Monthly Accident Report involving people.		
File is arranged:		Chronologically		
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>4</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?		
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>1/2</u> ; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Privacy Act
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. * See Below.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Railroad Accident Reports, Port Police Accident Reports in each office.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |                 |                                   |                 |
|--------------------------|-----------------|-----------------------------------|-----------------|
| a. State Law             | <u>1</u> years. | d. Audit period                   | <u>1</u> years. |
| b. Statute of limitation | <u>1</u> years. | e. Administrative need            | <u>1</u> years. |
| c. Federal law           | <u>1</u> years. | f. Federal retention instructions | <u>1</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

State Board of Workmen's Compensation states employee has one year to file a claim; administrative need is one year in case some question arises in which reference would be needed.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area 2 month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

This schedule applies to all accidents not falling under Admiralty Law. Accidents falling into Admiralty Law will be maintained in a separate file and scheduled when necessary.

\* This report has not yet been completed. Upon completion, we will forward a copy for your files.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	9/29/78	<i>Carol Thompson</i> REF	9-29-78
State Records Committee (Signature) Date			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>[Signature]</i>	10-20-70
	Secretary of State/Designee	<i>Carroll Hart</i>	10-13-78
	Attorney General/Designee	<i>[Signature]</i>	10-24-78